

## Lake County 4-H Record Book Guidelines

### **General Information:**

- Record book should be typed or neatly hand written.
- Record books should be prepared by 4-H member with minimal help from parents/guardians.
- Record books should also be started before summer months. Take a couple hours and think what do I want to accomplish by next October and how can I achieve that.
- All goals should be in S.M.A.R.T. goal format.

### **Record books should be arranged in the following order:**

1. Application for Lake County Awards
2. 4-H Member's Annual Report
3. Meetings/Activities
4. Accomplishments
5. Static Project Report
6. Livestock & Small Animal Form
7. 4-H Story
8. Photos and clippings

### **Application for Lake County Awards**

- **Do not include in binding of folder, just tuck in the front cover.**
- Members may only apply for awards if they complete the record book.
- This must be filled out and turned in with the record book. If it is turned in late, you will not receive the award until the next year.

### **4-H Members Annual Report**

- A new Annual Report is required each year.
- Fill out as completely as possible.
- Be sure to list all of the project areas you are going to have projects in.

### **Meetings/Activities**

- Document what you did each month in 4-H.
- Use this area to make brief notes about responsibilities, accomplishments and leadership roles at 4-H club meetings, project meeting and other 4-H activities (i.e. community service).

### **Accomplishments**

- This is where you will document your individual growth in public presentations, youth-in-action events, judging, leadership, community service projects and other 4-H experiences. Remember to indicate on what level you did the event at: my Club (L), County (C), or State (S) this year. You can even use short cuts for Purple, Blue, Red and White as P, B, R and W to save space.

### **Project Area Report**

- Use this chance to reflect and pick your top 3 project areas that you worked on this year. This could include shooting sports, rodeo, or static projects. Do not use for livestock projects.
- Share your S.M.A.R.T. goal(s) for the project, what happened (what did you do?) and what life skills did you learn. See the table on the next page for skills ideas.

## Livestock & Small Animal Form

- Please use a new form for each species.
- Share basic information about your animal and your goals at the beginning of the year and what life skills did you learn. See table on the next page for ideas of skills.
- Financial records: Required for Juniors and Seniors
- Itemized Incomes and Expense records: Required for Seniors
- Care, Labor and Outcomes Record: Share what you did throughout the year with your animal(s), track how much time you spent on this project and explain the outcomes. Did you meet your goal? Was it unsuccessful and why? How could you improve for next year if it was unsuccessful?
- Next Year's Goals: Should be in S.M.A.R.T. goals form. Where do you want to take this project next year? What else do you want to learn from this project?

## 4-H Story

Your 4-H story should be written in complete sentences. Your target is to write at least three to four sentences on each question. Take your time to write your story. This is the best part to read when you look back at your records. (Use extra pages if needed.)

Answer some of these questions:

- What did you do this year in 4-H?
- What did you learn this year from 4-H?
- What was your favorite part of 4-H this year?
- What things would you like to do better, improve upon or do more next year?
- Did you complete all of your S.M.A.R.T. goals on the first page? Why or why not?
- What are your plans for next year?

Beginners: Your target is to write two sentences about each question. Goals should be in S.M.A.R.T. goal form.

## Pictures and Clippings

- Pictures and clippings should only be 4-H projects and activities.
- Identify pictures with a short caption or explanation.
- You may put your club meeting minutes in this area.
- Be creative and express yourself in this section.

## Life Skills Diagram:



## **Tips on How to Write S.M.A.R.T. Goals:**

Setting goals for 4-H projects is simply deciding what you want to learn and do. It is like a road map - helping you plan how to get where you want to go. Keep track of your goals and what you do and learn for three projects in your 4-H record book.

Goals should have three parts - the action (how you are going to do it), the result (what you are going to do), and timetable (when you plan to have it done.)

You should have control over your goals. That is why the goal of "get a purple ribbon on my exhibit" is not a good goal (the judge has this control, not the exhibitor.) Below are examples of possible project goals. Set new, more challenging goals each year in a project. 4-H project guides are an excellent source for goal and exhibit ideas.

### **What is S.M.A.R.T. goal?**

#### **S-Specific**

- Well defined
- Clear to anyone if they read your goal

#### **M-Measurable**

- Know when it has been achieved

#### **A-Achievable**

- When you identify goals that are most important to you, you begin to figure out ways you can make them come true

#### **R-Realistic**

- Within the available resources, knowledge and time

#### **T-Timely**

- Enough time to achieve the goal

### **Bad Examples of S.M.A.R.T. Goals:**

- I want to get a purple in foods and nutrition.
- I want to give a talk.
- I want to complete a record book.
- I want to go state fair.

### **Good Examples of S.M.A.R.T. Goals:**

- Practice making my favorite cookie recipe three times before fair and then take as an exhibit.
- Learn to sew on a button and teach my club at the October meeting
- Fulfill my responsibilities as a club officer, be on time, and attend all club meetings this year.
- Write an article about our 4-H club community service project for the local newspaper in May.

***Acknowledgments: This record book was adapted from Grant County, SD 4-H Program, Miner County, SD 4-H Program, Iowa State 4-H and Texas State 4-H.***



# Lake County 4-H

## 4-H Member's Annual Report



Year: \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_ Club: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age (on Jan. 1 of current 4-H year): \_\_\_\_\_ Years in 4-H: \_\_\_\_\_

Club Leaders: \_\_\_\_\_

**Club Officers:**

President: \_\_\_\_\_ Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Reporter: \_\_\_\_\_ Other: \_\_\_\_\_

Projects Enrolled: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>My 4-H Goals</b>	<i>Use S.M.A.R.T goal format. I would like to do the following in 4-H this year:</i>
1. _____  2. _____  3. _____	

<b>My Club Goals</b>	<i>Use S.M.A.R.T goal format. As a club, what would you like to achieve together:</i>
1. _____  2. _____  3. _____	

**4-H  
Meetings/Activities**

*Use this area to make brief notes about responsibilities, accomplishments and leadership roles at 4-H club meetings, project meeting and other 4-H activities (i.e. community service)*

<b>Month</b>	<b>Date</b>	<b>Club Meeting</b>	<b>Date</b>	<b>Other Activities this Month</b>
<b>October</b>				
<b>November</b>				
<b>December</b>				
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>September</b>				

<h2 style="margin: 0;">4-H Accomplishments</h2>	<p><i>Read and complete the following statements: I did the following in my Club (L), County (C), or State (S) this year. (Insert more cells to expand table in Word.)</i></p>
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<b>Public Presentations</b>	<i>Demonstrations, Illustrated Talks, Public Speaking, &amp; Project Why.</i>
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Placings	Title of Demonstration	Placings	Title of Demonstration

<b>Youth-in-Action</b>	<i>Showmanship, Fashion Revue, Special Foods, or Performing Arts. Indicate your participation as an individual or team member relating to the project area.</i>
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Placings	Event	Placings	Event

<b>Judging</b>	<i>Indicate your participation as an individual or team member relating to the project area.</i>
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Score	Event	Score	Event

<b>Other 4-H Experiences</b>	<i>Horse Show, Rodeo, Robotics, Shooting Sports, Camp, Conferences and any other 4-H event. Indicate your participation as an individual or team member relating to the project area. (Use this space if you need extra space from another area)</i>
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Date	Event	Date	Event

<b>Leadership Experiences</b>	<i>Indicate your participation in leadership development.</i>
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Date	Event/Role	Date	Event/Role

<b>Community Service Projects</b>	<i>Indicate your participation in community service project.</i>
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Date	Event	Date	Event

## 4-H Project Area Report

*Fill the boxes below on projects you completed this year. Share your S.M.A.R.T. goals for the project and why you choose this project and what happened for that project. Pick your top 3 projects. Project areas could include static projects, shooting sports or rodeo as some examples. Do not use this for livestock projects.*

<b>Projects</b>	Use S.M.A.R.T. goal format for goal(s). Describe the Life Skills you used and what you learned in relation to your project. Use the Targeting Life Skills Wheel on the information/tip sheet.
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<b>Project Area:</b>		<b>Years in Area:</b>		<b>Placing(s):</b>	
<b>My goals for this project:</b>	<b>What happened:</b>	<b>Life Skills</b>	<b>What I learned as a result of using this skill.</b>		
		Head:			
		Heart:			
		Hand:			
		Health:			

<b>Project Area:</b>		<b>Years in Area:</b>		<b>Placing(s):</b>	
<b>My goals for this project:</b>	<b>What happened:</b>	<b>Life Skills</b>	<b>What I learned as a result of using this skill.</b>		
		Head:			
		Heart:			
		Hand:			
		Health:			

<b>Project Area:</b>		<b>Years in Area:</b>		<b>Placing(s):</b>	
<b>My goals for this project:</b>	<b>What happened:</b>	<b>Life Skills</b>	<b>What I learned as a result of using this skill.</b>		
		Head:			
		Heart:			
		Hand:			
		Health:			

## Livestock & Small Animal Form

Project: \_\_\_\_\_ Years in Project: \_\_\_\_\_

List animals used as part of your 4-H project.

Animal's Name	Sex	Age	Breed	Weight <i>(Market Only)</i>	
				Beginning	Ending

<b>Goals</b>	<i>Create a S.M.A.R.T. goal(s) for your project. Describe the Life Skills you used and what you learned in relation to your project. Use the Targeting Life Skills Wheel on the information/tip sheet.</i>
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<b>My goals for this project:</b>	<b>Life Skills</b>	<b>What I learned as a result of using this skill.</b>
	Head:	
	Heart:	
	Hand:	
	Health:	

<b>Financial Records</b>	<i>Juniors and Seniors: Income may include sale of animal, checking pastures, milk production, wool sale and premiums. Costs may include purchasing the animals, estimated feed, veterinary care and other supplies. Optional for Beginners.</i>
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<b>Total Income</b>	
<b>Total Expense Costs</b>	
<b>Total</b>	
<b>Profit/Loss</b>	<i>Income – Total Costs = Profit or Loss</i>

<b>Income Records</b>	<i>Seniors: Income may include sale of animal, checking pastures, milk production, wool sale and premiums. (Itemized Incomes is optional for Juniors and Beginners)</i>
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Date	Item	Income
<b>Total Income:</b>		

<b>Expense Record</b>	<i>Seniors: Record the date of immunizations and treatments given, and list other expenses. (Itemized Expenses is optional for Juniors and Beginners)</i>
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Date	Animal's Name	Itemized Expense	Cost
<b>Total Expenses:</b>			



<b>Care, Labor and Outcomes Record</b>	<i>Purpose of a care, labor &amp; results record is to clearly understand demands and outcomes of your animal project during the year and showcase the time put into the project area. In outcomes, address if you complete your goals for this project.</i>			
Describe Care for Your Animal(s):	<b>Labor</b>	<b>Hours Spent</b>	<b>What did you do?</b>	Your Outcomes:
	October			
	November			
	December			
	January			
	February			
	March			
	April			
	May			
	June			
	July			
	August			
	September			
<b>Next Year's Goals</b>	<i>Create a S.M.A.R.T. goal(s) for your project for next year. Describe the Life Skills you want to use and what you want to learn in relation to your project. Use the Targeting Life Skills Wheel on the information/tip sheet.</i>			
<b>My goals for this project for next year:</b>	<b>Life Skills</b>	<b>What I hope to learn as a result of using this skill.</b>		
	Head:			
	Heart:			
	Hand:			
	Health:			

# My 4-H Story

Juniors and Seniors: Your 4-H story should be written in complete sentences. (Use extra pages if needed.) Answer some of these questions: What did you do this year in 4-H? What did you learn this year from 4-H? What was your favorite part of 4-H this year? What things would you like to do better, improve upon or do more next year? Did you complete all of your S.M.A.R.T. goals on the first page? Why or why not? What are your plans for next year?

*Your 4-H record book is an organized presentation of what you have learned and accomplished in 4-H. It is a useful tool for determining your own progress and personal growth.*

**Statement by 4-H Member**

I have personally prepared this report and believe it to be correct.

**Date:** \_\_\_\_\_

**Member Signature:** \_\_\_\_\_

**Approval of Report**

I have reviewed this report and believe it to be correct.

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

# My 4-H Story

Beginners: Your 4-H story should be written in complete sentences.

What did you do this year in 4-H?

What did you learn this year from 4-H?

What was your favorite part of 4-H this year?

Did you complete all of your S.M.A.R.T. goals on the first page? Why or why not?

What are your plans for the next 4-H year?

*Your 4-H record book is an organized presentation of what you have learned and accomplished in 4-H. It is a useful tool for determining your own progress and personal growth.*

### Statement by 4-H Member

I have personally prepared this report and believe it to be correct.

Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_

### Approval of Report

I have reviewed this report and believe it to be correct.

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_